



**CITY OF LONG BEACH**  
**TRANSFER/PROMOTIONAL OPPORTUNITY**  
**Administrative Analyst II-III (Full-time/Classified)**  
**Administration Bureau**  
**\$29.670 - \$43.553 per hour**  
**DEPARTMENT OF HEALTH & HUMAN SERVICES**

**POSITION:**

The City of Long Beach Department of Health and Human Services is recruiting for full-time Administrative Analyst (AA) position in the Administration Bureau. Under the direction of the Financial Services Officer and/or Administrative Officer, the AA will provide financial and administrative support for the Department. The Health Department has over 300 employees located in nine sites around the City. It is composed of five program bureaus (Community Health, Housing Authority, Environmental Health, Physician Services, and Policy, Planning and Prevention) and operates with a \$117 million annual budget, 99% of which comes from Federal, State, County, and private grant funds. The position is located at the Main Health Department Headquarters, 2525 Grand Avenue in Long Beach, CA.



**EXAMPLES OF DUTIES:**

- Works with Bureau managers and program staff to coordinate, develop, input, and monitor the bureau's annual operating budget including position allocation, MOUs, ETC's, budget adjustments, and monthly analyses.
- Prepares and monitors the performance of the bureau's budget in a variety of funds and grants, analyzes data and make recommendations to achieve better performance.
- Prepares or reviews grant billings to funding agencies.
- Independently develops and implements analytical studies and develops, compiles and interprets data.
- Creates reports to communicate performances of multiple funds, projects and programs.
- Develops and implements policies and procedures for improving organizational effectiveness.
- Develops measures for evaluating the bureau's performances and accomplishments.
- Prepares and/or reviews purchasing requests including preparing RFPs for the bureau as needed.
- Reviews Council Letters and personnel requests to ensure compliance with City requirements.
- Assists with Departmental training as needed.
- Performs other duties as assigned.

**QUALIFICATIONS:**

- This position is open to all current classified City of Long Beach Administrative Analysts or those reachable through the Civil Service Certificate of Eligibility List.
- A valid California motor vehicle operator's license.

**SUCCESSFUL CANDIDATE WILL DEMONSTRATE:**

- Experience and knowledge of grant program and funding highly desirable.
- Proficiency with mainframe financial management systems related to budgeting, accounting and purchasing functions (BPREP, FAMIS, ADPICS).
- Familiar with the City's Administrative Regulations and Financial Policies and Procedures.
- Experience with developing and monitoring the operating budget for a Division, Bureau, or Department.
- Exceptional customer service skills.
- Ability to communicate effectively, both orally and in writing at all levels of the organization.
- Possess strong analytical skills and attention to detail.
- Demonstrate proficiency with software including Microsoft Office Suite (i.e., Word, Excel, Outlook, etc.).
- Must have the ability to maintain strict confidentiality.
- Consistently produce a professional work product in a timely manner.

**APPLICATION PROCESS:**

This recruitment will close at 5:00 p.m. (Pacific Time) on Friday, July 1, 2016. To be considered, please email a letter of interest and resume to the email below. Please include "AD-Req HE16-002 Administrative Analyst" in the email subject line:

**[LBDHHS-JobApplications@longbeach.gov](mailto:LBDHHS-JobApplications@longbeach.gov)**

Résumés will be reviewed for depth and breadth of experience, and for level and relatedness of education. The most qualified candidates will be invited to participate in further selection procedures. Applicants who do not meet the minimum requirements will not be considered.

(Req. HE16-002)

***The City of Long Beach is an Equal Opportunity Employer. We value and encourage diversity in our workforce.***  
*The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please call (562) 570-4009.*